

## **TRUSTEES OF TRUST FUNDS**

### **CEMETERY TRUSTEES**

### **LIBRARY TRUSTEES**

All trustees of trust funds, cemetery trustees, library trustees, as well as mayors, selectmen, city/town managers, and/or any other interested state and/or municipal officials, are invited to attend our TWENTY-FIRST Annual Seminar on Trust Fund Administration and Statutory Filing Requirements to be given by the Department of the Attorney General, Charitable Trusts Unit and the Department of Revenue Administration, Municipal Services Division, at the following times and places.

Please note there will be two Trustees of Trust Funds sessions in Concord on June 13, 2006, the morning session is designed for new trustees and/or trustees who want to review the basics, the afternoon session is designed for experienced trustees and will deal with advanced trust administration and investment issues.

**PLEASE NOTE:** In response to the feedback received from cemetery and library trustees, we have redesigned the Concord schedule to allow lecturers more time to present their materials and attendees more question time. Please pay close attention to the following dates and times.

**Wednesday, May 3, 2006**  
**ALL TRUSTEES SESSION**  
Littleton - 6:00 p.m.-8:00 p.m.  
Littleton Community Center  
Littleton, New Hampshire

**Thursday, May 18, 2006**  
**ALL TRUSTEES SESSION**  
Hampton - 5:00 p.m.-7:00 p.m.  
Lane Memorial Library  
Hampton, New Hampshire

(please see reverse side)

Monday, June 12, 2006  
**CEMETERY TRUSTEES SESSION**

Concord - 8:30 a.m. – 11:30 a.m.

Holiday Inn

172 North Main Street  
Concord, New Hampshire 03301

Monday, June 12, 2006  
**LIBRARY TRUSTEES SESSION**

Concord – 1:00 p.m. – 4:00 p.m.

Holiday Inn

172 North Main Street  
Concord, New Hampshire 03301

Tuesday, June 13, 2006  
**TRUSTEES OF TRUST FUNDS SESSION**

\*\*\* - *New Trustees Session* - \*\*\*

Concord – 8:30 a.m. – 11:30 a.m.

Holiday Inn

172 North Main Street  
Concord, New Hampshire 03301

Tuesday, June 13, 2006  
**TRUSTEES OF TRUST FUNDS SESSION**

\*\*\* - *Advanced Trustees Session* - \*\*\*

Concord - 1:00 p.m. - 4:00 p.m.

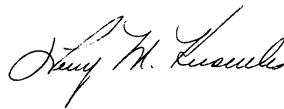
Holiday Inn

172 North Main Street  
Concord, New Hampshire 03301

Please plan to arrive a little early to sign-in and receive your handouts. Sign-in is especially important for Library Trustees, who receive continuing education credits for attendance. My staff will be available approximately 45 minutes prior to the start of each seminar.

Please complete the RSVP form and return it to this office so that we may have a sufficient number of handouts available at each location. ***This is especially important for the Concord seminars, as we need an accurate count for the hotel.*** You may also register via the Internet at the e-mail address listed on the RSVP form. If you register electronically please be sure to provide all the information requested on the printed RSVP form (which session(s) you will be attending, number of attendees, etc.). The Concord sessions fill up quickly -- please be advised that seating in the hotel conference room is limited and the demand high so please request the number of seats that you are sure you will need.

Directions to the various locations are enclosed. We will look forward to seeing you at our sessions.



Terry M. Knowles, Registrar  
Charitable Trusts Unit  
(603) 271-3591

TMK:ab  
Enclosure

Please Note

If you require any special accommodation due to a disability please notify this office as soon as possible so that appropriate arrangements can be made.

NOTICE: In case of inclement weather, we will announce cancellations on radio stations WOKQ 97.5 and WKXL 1450, on our website at **[www.nh.gov/nhdoj/charitable](http://www.nh.gov/nhdoj/charitable)** or you may telephone our office for further information.

**DIRECTIONS:**

**LITTLETON**

From I-93:

Take exit #41 onto Cottage Street toward Whitefield/Littleton. Turn left on to Main Street (Route 302). Littleton Community Center is on the right.

If you would like to use MapQuest or a similar program, the street address for the Center is 120 Main Street, Littleton NH.

**HAMPTON**

From Route 101:

Take exit #13/RT-27 onto Liberty Lane E. Turn Right on Exeter Road [Route-27]. Turn right on Academy Avenue, turn left on Winnacunnet Road.

If you want to use Map Quest or a similar program, the street address for the town library is 136 Winnacunnet Road.

**CONCORD**

From Route 93 take Exit 14 (intersects with Loudon Road). At the end of the exit turn towards Downtown Concord (93S, turn right, 93N, turn left). You'll see the Holiday Inn on your right.

From Route 393, go to end of highway, take left at lights, Holiday Inn is approximately 1/4 mile on your left. Turn left just before the Holiday Inn onto Storrs Street so that you can enter the parking lot from the back (there's a median strip in front of the Inn that prevents a left-hand turn into the main entrance of the parking lot).

## **RSVP FORM**

Registration is necessary to assure adequate space and number of handouts

**TO:** Office of the Attorney General  
Charitable Trusts Unit  
33 Capitol Street  
Concord, NH 03301-6397

**FAX:** (603) 223-6207

**E-MAIL:** [audrey.blodgett@doj.nh.gov](mailto:audrey.blodgett@doj.nh.gov)

(NOTE: You may register via the Internet at this e-mail address;  
please provide the same information requested on this form)

**FROM:** Town/City of: \_\_\_\_\_

The following numbers of trustees/municipal officials/others will attend the seminar to be held on **(please fill in the number of people attending on the appropriate line):**

\_\_\_\_\_ Wednesday, May 3, 2006, Littleton, NH  
*(All Trustees Session)*

\_\_\_\_\_ Thursday, May 18, 2006, Hampton, NH  
*(All Trustees Session)*

\_\_\_\_\_ Monday, June 12, 2006, Concord, NH  
*(Cemetery Trustees Session)*

\_\_\_\_\_ Monday, June 12, 2006, Concord, NH  
*(Library Trustees Session)*

\_\_\_\_\_ Tuesday, June 13, 2006, Concord, NH  
*(Trustees of Trust Funds Session for new trustees)*

\_\_\_\_\_ Tuesday, June 13, 2006, Concord, NH  
*(Trustees of Trust Funds Session for advanced trustees)*

Please return this form as soon as possible for the session(s) you will be attending